

Your Name
Address
City, State, Zip

Today's Date

Name
Job Title
Company Name
Address
City, State, Zip

Dear <<Name>>:

Please consider me for the Environmental Engineer position for which you are currently recruiting. I feel that I am a strong candidate based on my combined professional experience and education:

- Ten years of experience as an industrial environmentalist; and
- Master of Science degree in environmental engineering, cum laude, Washington State University.

As outlined in my enclosed resume, I have also worked in the aerospace industry, applying federal and state health and safety regulations in a range of manufacturing environments. I also hold certification in Industrial and Environmental Hygiene, and Environmental Inspection and Design.

I understand that you are seeking candidates with a wide array of skills, who understand the environmental industry from more than one perspective. My professional experience in the aerospace industry in addition to my in-depth study at Washington State University give me the background I need to make crucial contributions in this area.

Thank you for considering me for this exciting opportunity. You may contact me at <<Phone Number>>. I will call you within the next few days to further discuss the skills that I offer and the contributions I can make to <<Company Name>>.

Sincerely,

<<Your Name>>